

HR Advisory**Human Resources Office****Internship Announcement Number: 2020-I02
Foreign National Student Intern (Tokyo/Public Affairs Section)**

OPEN TO:	Undergraduate/Graduate student (non-U.S. citizens) Applicants must meet the definition of student (see Appendix), must be at least 18 years old at the time of participation in the program and must be either citizens or permanent legal residents of Japan.
POSITION:	Student Intern
OPENING DATE:	July 8, 2020
CLOSING DATE:	August 11, 2020
WORK HOURS:	Part-time, minimum 4 hours a day or 15 hours a week
INTERSHIP PERIOD:	3 - 6 months

Any student participating in the Foreign National Student Internship Program (FNSIP) is uncompensated and is not an employee of the U.S. Mission, the U.S. Department of State, or the U.S. Government. U.S. citizen students are not eligible for the FNSIP; they must apply for a different program through the State Department Student Internship Program: www.state.gov

The Public Affairs Section is seeking one to three undergraduate/graduate students, resident in the greater Tokyo area, for an unpaid internship.

MAJOR DUTIES:

The intern takes photos at the Embassy related events, and organizes and archives them online and offline. The intern assists in pre-production, production, and post-production of video content, and promoting photo and video content on Public Affairs' social media accounts. The intern assists in managing the online magazine American View website and promoting American View content using Public Affairs' social media accounts.

QUALIFICATIONS REQUIRED:

1. Proficient in taking photos using digital single-lens reflex (DSLR) camera preferred
2. Comfortable using both Windows and Mac computers.
3. Experience in creating visual images using Adobe Photoshop or Illustrator.
4. Experience in producing videos using HD digital video camera and Apple iMovie, Final Cut Pro or X, or Adobe Premiere Pro preferred
5. Basic Knowledge of Microsoft Office (Excel, Word, and Power Point).
6. Fluent in Japanese.
7. Excellent verbal and written communication skills.
8. Ability to meet deadlines.

ADDITIONAL SELECTION CRITERIA:

1. All candidates for this position must submit their applications in English.
2. Applications must be received by the closing date.
3. Applicants must receive a successful security certification to participate in the program.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Statement of interest form, which is available on our website <https://jp.usembassy.gov/embassy-consulates/jobs/jobs-internships/>
2. Gratuitous Service Agreement form, also available on the above site.
3. Official transcript illustrating good academic standing
4. Written permission from the educational institution.
5. Examples of photos, illustrations, designs or an online portfolio

WHERE TO APPLY: Please send your application to HROTokyo@state.gov with Student Intern (2020-I02) on the email subject line.

Appendix (Definition)

Student: A student is an individual who is enrolled not less than half-time in a high school*, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than 5 months and if such individual shows to the satisfaction of the agency that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim.

***NOTE:** To be considered for the FNSIP, students must have graduated from high school or equivalent secondary school prior to beginning the program and must be at least 18 years old. Also, there is not a break of service for purposes of this requirement if an individual is receiving academic credit for the internship, even if not otherwise taking classes.